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STANDARDS AND
GUIDELINES FOR THE
INSTALLATION OF
COMMUNITY MAILBOXES
IN THE CITY OF HAMILTON

CITY OF HAMILTON STANDARDS AND GUIDELINES
FOR THE INSTALLATION OF COMMUNITY MAILBOXES

- 1) Canada Post should determine the location of community mailboxes to the satisfaction of the Regional Transportation Department following the draft approval of a plan of subdivision and prior to final plan registration. In no case should it be in a location in which stopping is prohibited under the Traffic By-law.
- 2) Subdivision Agreements should include, in a separate section, standards for the installation and location of community mailboxes. Subdivision Agreements will include a clause requiring developers or builders to display the location of mailboxes in a prominent location at housing sales offices.
- 3) Mail boxes should be mounted on concrete pads, in conformance with Canada Post assembly and installation instructions dated July 1985 or the latest revision thereof.
- 4) The following order of preference should be used in the selection of mailbox locations:
 - (a) On commercially designated sites with adequate parking, ingress and egress, subject to the property owner's approval.
 - (b) In front of open spaces (excluding walkways less than 4.5 m. in width, playgrounds, schools and crosswalks).
 - (c) On the abutting flankage of corner lots with flankage lots across the street.
 - (d) On the flankage of corner lots.
 - (e) On the lot line between adjacent dwellings.
- 5) Notwithstanding the above, mailboxes should be installed on the side of the road which has a sidewalk. If there is no sidewalk on the street or a sidewalk on both sides, then the mailbox shall be installed on the right hand side of the road when entering the street (cul-de-sac and crescents).
- 6) On roadways with independent sidewalks and curbs, the mailbox should be located on the side of the sidewalk opposite the boulevard and roadway adjacent to the sidewalk and facing the sidewalk. A concrete walkway should be placed opposite the mailbox to provide access across the boulevard from the roadway to the sidewalk.
- 7) Where there is no sidewalk, the mailbox should face the roadway, set back from the roadway a minimum of 2 m. to allow for visibility, snow storage, maintenance, etc. The concrete pad shall extend from the mailbox to the curb.

APPENDIX "A" as referred
to in Section 22 of the
Tenth Report of the
Legislation Committee

- 8) Where there is a combined sidewalk and curb, the mailbox should face the roadway and the face of the mailbox should be located 0.3 m. behind the sidewalk.
- 9) A curb drop for the handicapped should be installed at the expense of Canada Post when requested by area residents.
- 10) Where there is no curb, mailboxes should be sited to suit the individual requirements of the site. Adequate pedestrian access should be provided from the edge of the roadway. Adequate parking should be available.
- 11) Where practical, mailboxes should be located in well lit areas adjacent to streetlights.
- 12) Mailboxes should be located a minimum of 7 m. from fire hydrants, 15 m. from stop signs, cross-walks, intersections and bus stops, 3 m. from driveways and 1 m. from streetlights, hydro transformers and telephone or T.V. pedestals (measured longitudinally along the street).

In addition to the above, mailboxes should be located a minimum of 30 m. away from the approach of a signalized intersection and 20 m. downstream from a signalized intersection.

- 13) Mailboxes placed on abutting flankage lots should be placed at the centre of the dividing lot line. When a mailbox cannot be placed at the dividing lot line due to the distance requirements in Item 12 above, mailboxes should be placed anywhere from the centre dividing lot line to beside the rear corner of the house depending on rear yard and house configuration (see attached Diagram #1). Mailboxes placed on a flankage lot abutting a frontage lot should be placed anywhere from + 3 m. from the lot line to beside the rear corner of the house of the flankage lot depending on rear yard and house configuration. (See attached Diagram #2.)
- 14) Mailboxes should not be located on arterial or major collector roads.
- 15) Mailboxes should not be placed in such a way as to cause traffic safety and operational difficulties (to maintain safe pedestrian and vehicular sight distances).
- 16) Existing mailbox locations that cause operational difficulties due to snow storage, maintenance, changes to parking regulations, etc. or which cause sight visibility difficulties, should be moved at the expense of Canada Post.
- 17) The City of Hamilton will not be liable for any claims resulting from a community mailbox.
- 18) Canada Post shall be responsible for snow clearing, washing, painting and general maintenance of the mailboxes and removal of all litter around the mailboxes on a daily basis. Litter containers should be placed and maintained by Canada Post, at the expense of Canada Post, at all mailboxes.

DIAGRAM #1

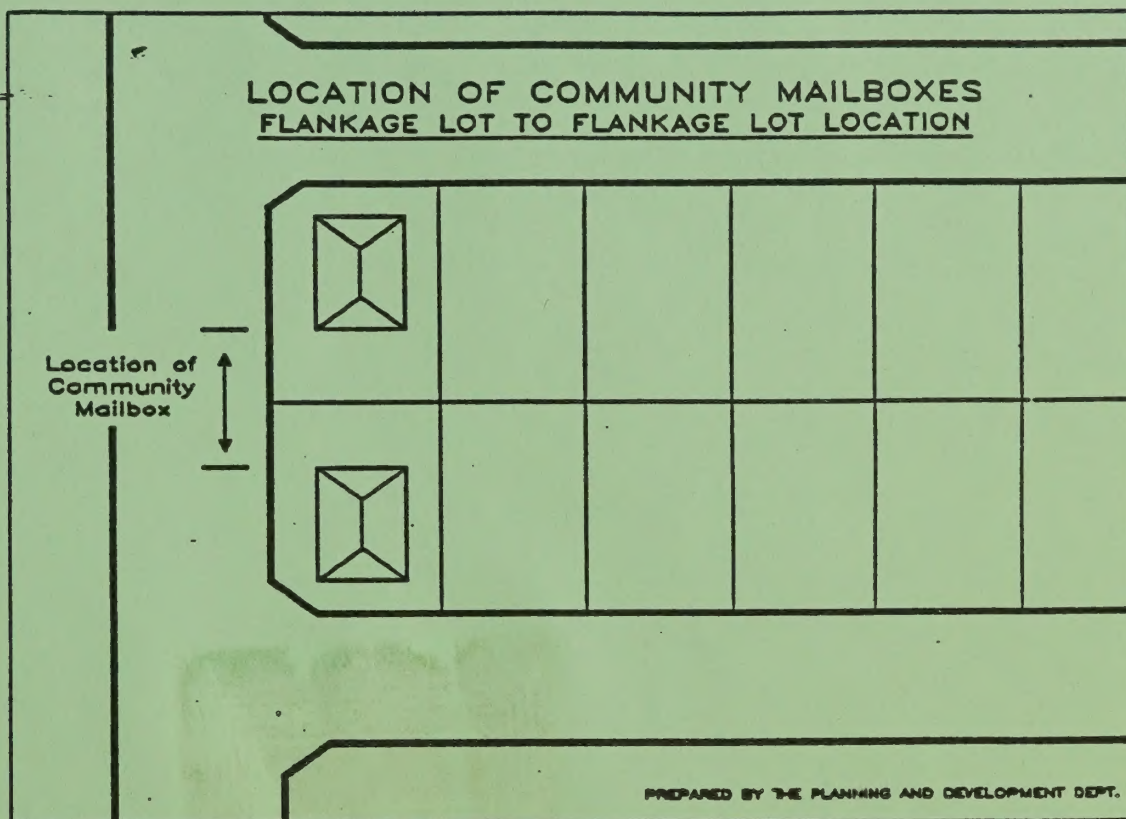
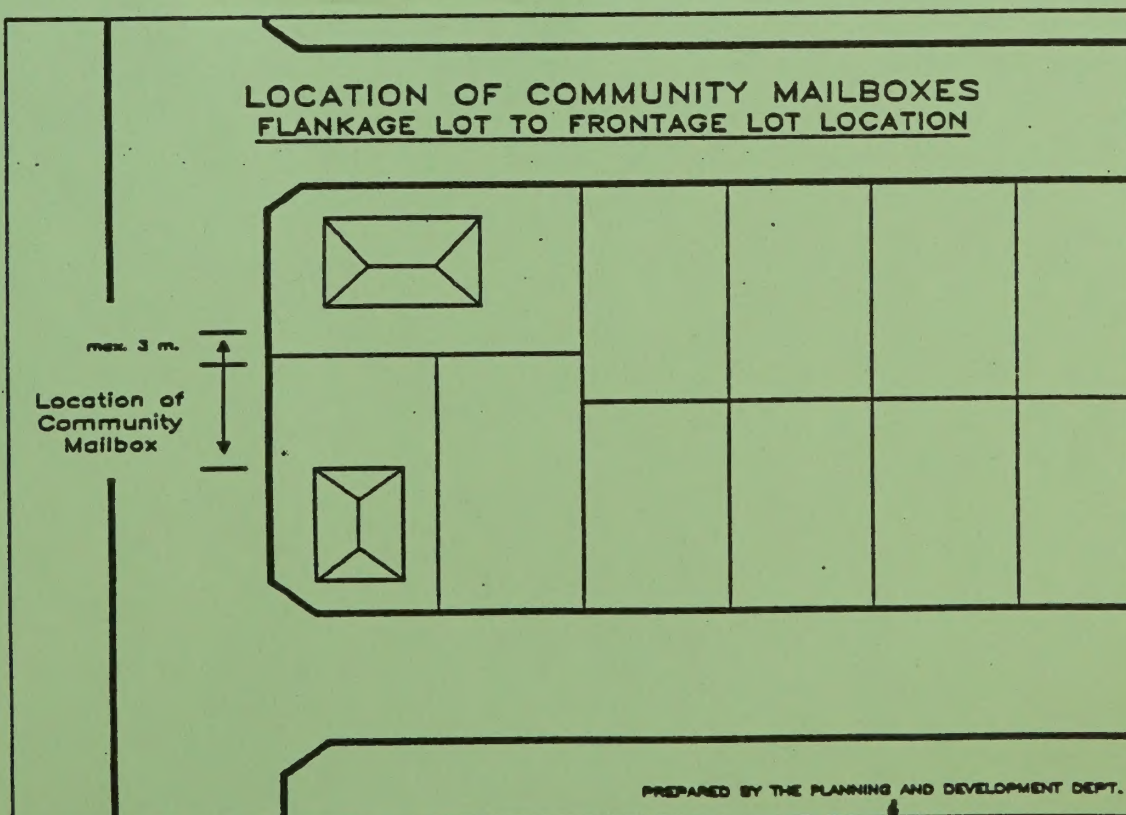
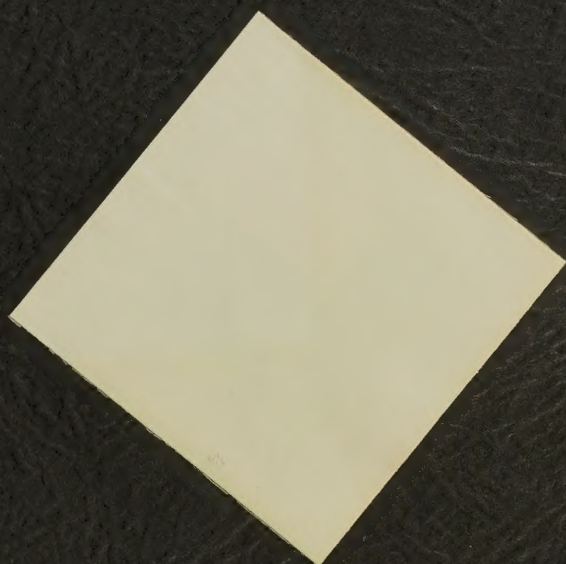


DIAGRAM #2





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